2/13/14

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ¾ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton:

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in Italy. I chose to study Italy in my training course because of my Italian background and my fascination with the history that has taken place in Italy*.* This past of Italy’s will help our company because we can learn from the mistakes that some services in Italy’s past have made and not repeat them.Also, I would like to experience a different culture that I have not been exposed to yet.

Over the course of the next 7 ½ weeks, I expect to learn about Italy’s culture, food, business etiquette and some important phrases in Italian. Having this knowledge will help me transition to the Italian culture. Also, this will help the company out due to the relationships I will develop with Italian Businessmen who we will be able to conduct business with. By the end of the course, I will most definitely become an asset for Talbot Thingamajig Inc.

Lastly, I think I would be a great addition to this team because of my astounding work ethic, my teammate ability, and my great leadership. My work ethic can be illustrated through my grades. While taking 3 honors courses along with geometry this year, I have kept straight A’s throughout the first semester due to my hard work. My experience with being on teams will undoubtedly help Talbot Thingamajig Inc. In the past year, I have been on the 7th and 8th grade basketball teams along with the 2013 Hampton Federation team. This will allow me to work with others and help further advance the company. In addition, during the Breakfast Café, I worked as the manager of the back of the house. This leadership ability will help me lead the company in the right direction in Italy. These three traits of mine will help me advance your business into the fascinating country of Italy.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Matt Bagley

4847 Oakhurst Ave.

Gibsonia, PA 15044